



3.1.1 Purchasing Policy Quotation / Bid Matrix

Policy Effective Date: **March 1, 2010**

City of South Bend Purchasing Policy Matrix

Purchase Order Dollar Value	Approvals Required	Method	Mode	Comments / Additional Requirements
Less than \$2500.	Department Approval Purchasing Approval	Preferred Vendor or Open Market No Quote required	Phone, Fax, Mail	Use Central Services / Contract Vendor / State QPA / Purchasing Cooperatives / Open Market - No Competitive Quote
\$2500. to \$9999.	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market 2 Quotes required	Phone, Fax, Mail	Use Central Services / Contract Vendor / State QPA / Purchasing Cooperatives / Open Market w/ 2 Informal Quotes
\$10,000. to \$24,999	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market 3 Quotes required	Phone, Fax, Mail	Use Central Services / Contract Vendor / State QPA / Purchasing Cooperatives / Open Market w/ 3 Informal Quotes
\$25,000 to \$74,999.	Department Approval Purchasing Approval Approving Board	Preferred Vendor or Formal (Written) Quote Process 3 Quotes required	Mailed at Least Seven Days Prior to Opening	Requires Minimum of Three Written Responses. Opened, Read at Public Meeting. Award by approving Board.
Special Purchase Over \$49,999..	Department Approval Purchasing Approval Approving Board	Sole Source Vendor with Written Quote 1 Quote required	Fax, Mail	Special Purchase of \$25,000+ Requires Legal Review. Special Purchase of \$50,000+ requires Legal Review and Board Approval
\$75,000. or More	Department Approval Purchasing Approval Approving Board	Formal Bid Process w/ Legal Review and Formal Advertising	Submitted to Clerk of Board of Public Works	Formal Bid Process. Board Opens Responses and Makes Final Award or Rejection

Note(s)

Purchases may not be artificially divided to avoid policy thresholds.
Additional reviews required for Capital and IT items.
All purchases are limited by budget and appropriations

Approving Boards: Board of Public Works
Board of Park Commissioners
Redevelopment Commission